R E P O R T R E S U M E S

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ADMINISTRATION OF BOARDING HOMES FOR HANDICAPPED CHILDREN, POLICIES AND PROCEDURES.

WISCONSIN STATE DEPT. OF PUB. INSTR., MADISON

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PHYSICALLY AND/OR MENTALLY HANDICAPPED CHILDREN MAY NEED PLACEMENT IN BOARDING HOMES WHEN TRANSPORTATION BETWEEN CHILD'S HOME AND SCHOOL IS NOT POSSIBLE. PROVISIONS OF WISCONSIN STATUTES ARE OUTLINED. POLICIES AND PROCEDURES FOR ENROLLMENT IN SPECIAL CLASSES AND RESPONSIBILITIES OF THE BUREAU FOR HANDICAPPED CHILDREN AND OTHER AGENCIES ARE LISTED. PLANNING PROCEDURES AND REIMBURSEMENTS FOR BOARDING CARE AND SOCIAL SERVICE ARE SPECIFIED. (MY)

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WISCONSIN

ADMINISTRATION OF BOARDING HOMES FOR HANDICAPPED CHILDREN

Policies and Procedures

Effective January 1, 1966

DEPARTMENT OF PUBLIC INSTRUCTION
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ADMINISTRATION OF BOARDING HOMES FOR HANDICAPPED CHILDREN

Policies and Procedures

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U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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I. PROVISIONS OF WISCONSIN STATUTES

The use of boarding homes in lieu of transportation is authorized in S. 40.54, Stats., which reads:

"Board and lodging or house rental in lieu of transportation. (1) If, in the judgment of the school board or the municipal board, as the case may be, providing the transportation, it is to the advantage of the district or of the municipality and in the judgment of parent or guardian also to the advantage of the pupil that board and lodging in lieu of transportation be provided for all or part of the time for pupils of the district or municipality for whom transportation must be provided or for whom it has been authorized under s. 40.53 (1), the board or municipality shall enter into a written contract under which such pupils shall be properly boarded and lodged, and the board or municipality shall pay for such board and lodging from the general fund. This provision shall also apply to physically disabled children. The parent or guardian may select the home in which his child is boarded and lodged. The board may, if in its judgment it is to the interest of the district, in lieu of furnishing transportation to the school in the districts of residence of pupils or board and lodging, pay the tuition of such children in a school in another district and in the event that the distance from the pupil's home to such school is 2 miles or more, provide transportation and the state superintendent may grant permission for a handicapped child to be transported to a school in another district if he resides on an established bus route and if this results in equal or better educational opportunities for the child and an acceptable form of transportation is provided."

This statutory provision, in its application to handicapped children attending special schools or classes must be read with the various sections of Chapter 41, Stats., outlining the duties and responsibilities of the Bureau for Handicapped Children of the Department of Public Instruction. S. 41.01 (4) says in part:

"The director is responsible for the services established under the state department of public instruction for children who are crippled, blind, partially seeing, deaf, hard of hearing, defective in speech, cardiopathic, malnourished, otherwise physically handicapped or who are mentally handicapped. He is responsible for the auditing of expenditures incurred for such services subject to the direction of the state superintendent. The responsibility of the director is concerned with the services carried on through day classes and resident schools under the jurisdiction of the state department of public instruction, for children with handicaps as designated in this section. The director with the approval of the state superintendent shall appoint qualified personnel necessary to perform the duties required in this section."

II. POLICIES AND PROCEDURES

A. Enrollment in Special Class

1. Children will be boarded only when transportation between the child's own home and the school is not feasible.
2. Children should attend the special classes closest to their own homes unless exceptions for this are approved by the Bureau.
3. Each nonresident child considered for enrollment and in need of boarding care must be referred to the Bureau for Handicapped Children for approval.

B. Bureau for Handicapped Children

1. The Bureau will gather relevant information about the prospective enrollee from the local public health nurses, social agencies, home school officials, the parents and, in addition, from an orthopedist, otologist, ophthalmologist (as the case may be) and the family physician.
2. The Bureau will make available to parents or guardian enrollment blanks including application, surgery and physical examination forms after the family has been visited by a representative of the Bureau. These, along with the recommendations of the medical specialist, must be received and copies forwarded to the special schools or classes before boarding plans are initiated.
3. The Bureau will notify the appropriate home school officials of the impending plans to enroll the child in a special class when boarding care is necessary.
4. The Bureau will send a letter of referral to the child-placing agency responsible for locating and licensing a boarding home for the child and for supervising him there. Copies of the letter will also be sent to the district office of the Division of Children and Youth, Department of Public Welfare, and to the director of special education and other designated school personnel in the community operating the special classes.
5. The Bureau will assist in furthering a close relationship between the schools attended and the agencies responsible for placement and supervision.
6. Copies of the Bureau's referral letter and other correspondence with the child-placing agencies will be sent to the district representatives of the Division of Children and Youth.

Policies and Procedures, cont'd.

C. Welfare Cooperation

1. The Bureau will interpret to the parents of the child the function of the child-placing agency and its relation to the special schools or classes and urge the parents to visit the agency for an interview.
2. Parents will be informed of their prerogatives (which are spelled out in S. 40.54 (1), Stats.) to approve the boarding homes and the placement of their children.
3. Agencies are expected to keep the Bureau informed of their acceptance of a case and of their activity when a delay in placement is necessary.
4. The Bureau will offer consultation services to the child-placing agencies on the placement program for handicapped children.
5. Child-placing agencies will license boarding homes in accordance with the standards set by the State Department of Public Welfare.
6. Child-placing agencies will be encouraged to assist the school administrators in placing and supervising the children in boarding homes. This policy will tend to relieve the classroom teacher so she can concentrate upon her teaching duties. Policies regarding this will be determined by the Bureau for Handicapped Children and the Division for Children and Youth, State Department of Public Welfare.

III. PAYMENTS AND REIMBURSEMENTS

A. Payment for Boarding Care

1. The school administrators who conduct special classes should make monthly payments directly to the boarding parents at the rate and beginning on the date specified by the Bureau for Handicapped Children in their financial approved blanks. The blanks certify that the school will be reimbursed by the State for the indicated rates of board.

2. Boarding rates should be elastic and based upon the needs of the individual children and the amount of responsibility the boarding parents must assume for the children. Rate sheets (Form BHC-1) to assist in determining equitable rates for each handicapped child are provided by the Bureau for Handicapped Children and are to be submitted to the Bureau for approval. Basic rates of boarding care should take into consideration the rates of pay for children in foster care in each community.

3. Parents should pay for weekend care when they cannot transport their children home because of distance or unfavorable weather conditions. When family finances do not permit them to pay part or all of the weekend care, the Bureau may authorize these payments.

4. Payments for boarding care of a child should be made when he is in his boarding home during the school week even though he is absent from the classroom because of illness, etc.

5. Payments for boarding care should be paid in full for a complete 5 day school week when the child attends school or is in his boarding home for only part of a week and for those holidays such as Thanksgiving, Memorial Day and teachers' meetings. This does not apply to vacation periods.

III. Payments and Reimbursements, cont'd.

B. Payment for Social Service

1. Financing of social services related to the placement and supervision of the children may be approved by the Bureau and payable to the operating school district.

2. When a child goes from one school district to another to attend a special class and boarding care is necessary, the Bureau for Handicapped Children will inform the board of education which administers the special class when they are to make payments to a child-placing agency and the amount of state reimbursement. These payments will be reimbursed by the Bureau for Handicapped Children.

3. The amount disbursed for this service should be reported to the Bureau on the annual financial reports for handicapped children in each area of handicap.

4. An amount not to exceed $15.00 may be paid yearly by the board of education administering the special schools and classes and reimbursed by the state in full to the child-placing agency for the placement and supervision of each child providing at least two supervisory visits have been made during the school year.

5. In case the child has returned to his former boarding home a minimum of three supervisory visits is expected.

6. The boards of education administering the special schools and classes will be reimbursed by the state only when using the services of a qualified child-placing agency approved by the Bureau. A specific letter of approval is needed in each case signed by the Director of the Bureau for Handicapped Children for the State Superintendent, prior to the utilization of the services of the child-placing agency.

In order to provide equalized educational opportunity for all children in the State of Wisconsin it is often necessary to place handicapped children in boarding homes on a five-day-week school basis. Miss Stephenson has compiled the policies and regulations relating to this fully reimbursable state service. If you have any questions regarding these matters please direct your questions to Miss Stephenson whose address is indicated below.

— John W. Melcher

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